State of California

Department of Technology

Information Technology

Cost Report

Instructions

Statewide Information Management Manual
Section 55 A

February 2018

REVISION HISTORY

REVISION	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
Initial Release	November 2012	California Department of Technology	New
Minor Update	January 2017	California Department of Technology	Update Cost Report Template; Provide Instructions
Major Update	January 2018	California Department of Technology	Provide Cost Reporting Worksheets with Instructions

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I. OVERVIEW

[Government Code Section 11546.2](#) and the [State Administrative Manual (SAM) Section 4903.2](#) require that, each year as instructed by the California Department of Technology (CDT), each Agency/state entity must summarize its actual and projected information technology (IT) costs in a format defined by the CDT. IT costs of the Agency/state entity are to be summarized in the IT Cost Report (ITCR) workbook [SIMM 55B](#) and submitted to the CDT annually by February 1, of each year.

Additionally, Government Code Section 11546.2 was amended ([Assembly Bill 2623](#), Gordon; Ch. 389, Stats 2016) to direct each Agency/state entity on or before January 1, 2018, and annually thereafter, to submit as instructed and in a format prescribed by CDT, a summary of its actual and projected information security costs, including, but not limited to, personnel for the immediately preceding fiscal year and current fiscal year, showing current expenses and projected expenses for the current fiscal year, in order to capture statewide information security expenditures, including the expenditure of federal grant funds for information security purposes.

II. DEFINITIONS

Report the requested information according to the definitions below:

A. IT COST DEFINITION

Information Technology: Includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, and networking and telecommunications.

B. GENERAL CATEGORY DEFINITIONS

New: The purchase of a new goods or services in the fiscal year reported. This would include the first year of a multi-year lease that includes maintenance, refresh and upgrades.

Renewal/Maintenance: Continuing payment on an existing goods or services (i.e. contract) in the fiscal year reported. This would include the second year and thereafter of a multi-year lease that includes maintenance.

III. GENERAL INSTRUCTIONS

The ITCR workbook includes seven (7) tabs:

Tab 1 - "1. Instructions" for all the worksheets

Tab 2 - "2. Info Tech Cost Report" worksheet where data is entered

Tab 3 - "3. IT Sec Spend Sum FY 16-17" worksheet which auto-populates data from the "4. IT Sec Spend Alloc FY 16-17" worksheet

Tab 4 - "4. IT Sec Spend Alloc FY 16-17" worksheet where data is entered

Tab 5 – "5. IT Sec Spend Sum FY 17-18" worksheet which auto-populates data from the "6. IT Sec Spend Alloc FY 17-18" worksheet

Tab 6 – "6. IT Sec Spend Alloc" worksheet where data is entered

Tab 7 – "7. IT Security Spend Glossary" relevant for all tabs

A. IT COST REPORT WORKSHEET CLARIFICATIONS (TAB 2)

✓ Report data for two fiscal years, consisting of the Past-Year Actual, and Current-Year Estimated.

✓ Round costs to the nearest $100 and report costs in $1,000 increments. For example, $49,325 should be reported as $49.3.

✓ Round personnel years (PYs) to the nearest one-tenth full-time equivalent (FTE).

✓ Report the budgeted amount for personnel costs. State personnel costs shall include salary, salary-driven benefits and non-salary-driven benefits.

✓ IT security costs are a subset of the overall category spend. For example, if $100 is reported in "1. Software" and $5 is reported in cell D12 on "3. IT Sec Spend Alloc FY 16-17" worksheet the total for this category is $100. The $100 figure includes IT security costs, the total should NOT equal $105.

✓ Use the separate *Comments* sheet to clarify any of the figures, for example if it is important to note specific assumptions used in a particular cost category. Comments are optional. However, if comments are provided, please indicate which cost item(s) are being referenced.

✓ Federal Grant Funds - For all of individual data items on the "3. IT Sec Spend Sum FY 16-17" and "5. IT Sec Spend Sum FY 17-18" worksheets, identify in column B any expenditures that are from Federal Grant Funds.

B. IT COST REPORT INSTRUCTIONS

The following instructions should be used to complete the individual data items on the Information Technology Cost Report worksheet. (Note: The item numbers following, below, correspond with item numbers on the worksheets. Only fill in colored cells)

1. **Software**
   Report costs associated with computer software that operates on all types of hardware. This includes new software, maintenance, support, rental/lease and subscription services. Types of software that need to be reported include, but are not limited to: Productivity Suite, Database, Website Development, Email/Electronic Messaging, Security, Application Development Tools, Middleware, GIS, etc.

2. Hardware

Report costs associated with computer hardware and components. This includes new hardware, maintenance, support or repair. The types of hardware that need to be reported include, but are not limited to the following: Personal Computer (PC) Desktop, Laptop, Printer/Scanner/Multi-Function devices, Servers, Storage, etc.

3. Services/Consulting

Report costs for contract services for needs which require additional knowledge or resources and also includes commercial contracts and independent assessments. Costs should include all External, Internal, and Office of Technology Services (OTech) Data Center contracts.

4. Network

Report costs associated with wiring, cabling, equipment, and communication network lines to provide video and data connectivity services across local and large geographical areas. This includes new, maintenance, support, repair, rentals and/or leases for network connectivity. The types of network that need to be reported include, but are not limited to the following: Network Equipment, Wireless Network Equipment, Switches/Routers, Point-to-Point Data Circuit, etc.

5. Telecommunications

Report costs associated with operating telephone systems within State buildings and offices. This includes new, maintenance, repair and rental fees for telecommunication services. The types of telecommunications that need to be reported include, but are not limited to the following: Telephone Equipment, Devices, Services, Mobile/2-way devices, Public Address Systems, Closed Circuit Television, etc.

6. Personnel Years

Report the budgeted personnel years number and cost for each fiscal year.

7. Mobile Phones

Report the total number and costs associated with mobile phones. A mobile phone (includes both cell phones and smartphones) is a device that can make and receive telephone calls over a cellular network. Mobile phones include smartphone devices which are computing devices that provide advanced computing capability and connectivity, and runs a complete operating system and platform for application developers and users to install and run more advanced applications. Smartphones currently include, but are not limited to models using the Android, iOS, Blackberry OS, and Windows Phone operating systems.

C. IT SECURITY SPEND ALLOCATION WORKSHEET INSTRUCTIONS AND DEFINITIONS (TAB 1)

Instructions for the IT Security Spend Allocation worksheets labeled "3. IT Sec Spend Alloc FY 16-17" and "5. IT Sec Spend Alloc FY 16-17"are included as Tab 1 and labeled as "Instructions". Only fill in colored cells. Definitions for IT security domains and cost categories are included as the last tab, Tab 7 labeled "IT Security Spend Glossary".

IV. FORM SUBMISSION

The IT Cost Report must be attached to a transmittal document (see SIMM 55C) and MUST be **signed by the following:**

1. The Agency/state entity Chief Information Officer (CIO);
2. The Agency/state entity Budget Officer;
3. The Agency/state entity Director; and
4. The Agency Information Officer (AIO) or designee.

The Information Technology Cost Report Template shall be submitted electronically in an Excel workbook file (2003 or later) with the signed transmittal letter (as a scanned PDF). Please use the following naming convention in saving the file:
Org Code_Department Acronym_ITCostReport_FY20xx-xx
(e.g. *8860_DOF_ITCostReport_FY20xx-xx.xls*).

Information contained in the IT security components of the IT Cost Report (SIMM 55) are confidential. Once signed, securely send the entire form and any attachments to the Office of Information Security (OIS) using the Secure Automated File Exchange (SAFE) system. If your entity is in need of SAFE accounts, please have your entity's designated Chief Information Officer (CIO) or Information Security Officer (ISO) complete and return the SAFE System Designee Request spreadsheet and return to our office at security@state.ca.gov

Questions related to the transmittal requirements should be directed to OIS at security@state.ca.gov.